



The City Council of the City of St. Charles welcomes you to its Regular Meeting of Tuesday, April 9, 2024 at 6:00 p.m. at 830 Whitewater Avenue, City Council Chambers, St. Charles, MN.

ITEM	ACTION REQUESTED
1. Call to Order	
2. Pledge of Allegiance	
3. April 9, 2024 - Agenda	APPROVE
4. Consent Agenda	APPROVE
a. March 12, 2024 – City Council Minutes	
b. March 26, 2024 – City Council Minutes	
c. Resolution #07-2024 – Accepting a Donation for the St. Charles Ambulance from the Dover Fire Relief Association	
d. Resolution #08-2024 – Accepting a Donation for the St. Charles Ambulance from the Dale & Vicki Pearson Trust	
e. RCA - Budgeted 2024 Capital Plan Purchase of City Van	
5. Payables	APPROVE
6. Notices and Communications (if applicable)	INFORMATION
<b>a. Reminder – Board of Equalization Meeting 4/17/24 at 7:00 p.m.</b>	
7. Reports of Boards and Committees:	INFORMATION
a. Administrator’s Report	
b. Public Works Superintendent Report, Scott Bunke	
c. Chief of Police Report, Jose Pelaez	
d. Library Board, David Kramer	
e. Planning & Zoning, Wayne Getz	
f. Park Board, Dave Braun,	
g. School Board, John Steffel	
h. Ambulance Steering Committee, Nathan Boice & Scott Schossow	
8. 2024 Distributed Energy Resources (DER) Report	ACCEPT
9. RCA - Public Safety Aid – Radio Replacement Project	APPROVE

**UNSCHEDULED PUBLIC APPEARANCES:** Members of the audience may address any item not on the agenda. State Statute prohibits the City Council from discussing an item that is not on the agenda, but the City Council does listen to your concerns and has staff follow up on any questions you raise. Each member of the audience is allotted one three minute block of time to speak.

**ADJOURNMENT**



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**MEMORANDUM for the CITY COUNCIL of St. Charles for  
Tuesday, April 9, 2024**

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**4. Consent Agenda**

- a. **March 12, 2024 – City Council Minutes**
- b. **March 26, 2024 – City Council Minutes**
- c. **Resolution #07-2024 – Accepting a Donation for the St. Charles Ambulance from the Dover Fire Relief Association** – Please review the attached resolution.
- d. **Resolution #08-2024 – Accepting a Donation for the St. Charles Ambulance from the Dale & Vicki Pearson Trust** – Please review the attached resolution.
- e. **RCA – Budgeted 2024 Capital Plan Purchase of City Van** – A request for council action has been included in your packet for review.

**6. Reminder – Board of Equalization Meeting 4/17/24 at 7:00 p.m.**

**8. 2024 Distributed Energy Resources (DER) Report** - The attached report is submitted annually and should be accepted by the council. It contains the 2024 solar reimbursement rates and the cogeneration report with information as of December 31, 2023.

**9. RCA - Public Safety Aid – Radio Replacement Project** – Please review the attached RCA in your packet.

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, March 12, 2024, held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Mayor John Schaber  
Wayne Getz  
David Kramer  
Dave Braun  
John Steffel

**MEMBERS ABSENT:**

**STAFF PRESENT:** Administrator Andrew Langholz, Police Chief Jose Pelaez, Police Officers Floerke, Hewitt, Jones, McCready, Fire Chief Aaron Carlson, Scott Schossow and Nathan Boice representing the St. Charles Ambulance.

**OTHERS IN ATTENDANCE:** None.

**1. ESTABLISH QUORUM/CALL TO ORDER**

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

**2. PLEDGE of ALLEGIANCE**

**3. APPROVAL of the AGENDA:**

Motion to approve: **Dave Braun**  
No further discussion.  
Motion declared carried.

**4. Consent Agenda:**

- a. Advertisement of Summer Park & Rec Job List**
- b. 2024 Summer Park & Rec Brochure**
- c. Resolution #05-2024 Appointment of Election Judges**
- d. February 13, 2024 – Regular City Council Minutes**
- e. February 24, 2024 – Regular City Council Minutes**
- f. Resolution #06-2024 Accepting a Donation for the St. Charles Public Library**

Motion to approve: **Wayne Getz**  
No further discussion.  
Motion declared carried.

**5. Review of Payables.**

Motion to approve: **John Steffel**  
No further discussion.  
Motion declared carried.

**6. Notices and Communications.**

**7. Reports of Boards and Committees.** The Council reviewed reports from the City Administrator, Public Works, Police, Library, Park, EDA, Ambulance, and School Board.

**8. Certificate of Recognition – Officer Floerke**

Chief Pelaez presented Officer Floerke with a certificate of recognition for completing additional training than what is required of officers.

**9. RCA – Loan Agreement Addendum**

Administrator Langholz stated that the change in the Commercial Rehabilitation Loan Agreement would expedite the process of finishing the façade of the storefronts and would seal the building to protect it from the elements.

Resolution to approve: **Wayne Getz**

No further discussion.

Motion declared carried.

**10. RCA – Administrative Assistant Hire**

Mayor Schaber stated that the interview panel recommended Alisha Cole for the Administrative Assistant position. Ms. Cole has five years of experience in a similar field, which is the rationale for the starting her at Step 2 of the 2024 pay scale.

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

**11. RCA – Purchase Jaws of Life**

Fire Chief Aaron Carlson requested the council approve the purchase of an electric jaws of life to replace a unit from 2004.

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

**Unscheduled Public Appearances:** None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion carried.

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**John Schaber, Mayor**

ATTEST

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**Andrew Langholz, City Administrator**

**MINUTES of the ST. CHARLES CITY COUNCIL  
for Tuesday, March 26, 2024, held at 6:00 p.m. at  
830 Whitewater Avenue,  
St. Charles, Minnesota**

**MEMBERS PRESENT:**

Mayor John Schaber  
Dave Braun  
Wayne Getz  
John Steffel  
David Kramer

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** Andrew Langholz (City Administrator).

**OTHERS IN ATTENDANCE:** None.

**1. ESTABLISH QUORUM/CALL TO ORDER**

Quorum was present with Mayor Schaber calling the meeting to order at 6:00 p.m.

**2. PLEDGE of ALLEGIANCE**

**3. APPROVAL of the AGENDA:**

Motion to approve the agenda.

Motion to approve: **Dave Braun**

No further discussion.

Motion carried.

**4. Consent Agenda.**

a. Hire of a Police Department Intern

Motion to approve: **David Kramer**

No further discussion.

Motion declared carried.

**5. Notices and Communications.**

a. Business View Magazine – St. Charles Spotlight

**6. Review of Financials.**

Motion to approve: **Dave Braun**

No further discussion.

Motion declared carried.

~~**7. 2024 Distributed Energy Resources (DER) Report**~~ – Removed from agenda

**8. Closed meeting pursuant to Minn. Stat. 13D.05, sub.3 (c) to develop or consider offers or counteroffers for the sale of real property located at 2123 Enterprise Drive**

Motion to close the open meeting at 6:01 p.m.: **Wayne Getz**

No further discussion.

Motion declared carried.

Mayor Schaber declared the meeting reopen to the public at 6:19 p.m.

**Unscheduled Public Appearances:** None.

Motion to adjourn: **Wayne Getz**

No further discussion.

Motion declared carried.

ATTEST

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**John Schaber, Mayor**

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**Andrew Langholz, City Administrator**

**City of St. Charles  
Resolution #07-2024**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES VOLUNTEER  
AMBULANCE FROM THE DOVER FIRE RELIEF ASSOCIATION**

**WHEREAS**, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

**WHEREAS**, the St. Charles Volunteer Ambulance has received a donation in the amount of \$1,000.00 from Dover Fire Relief Association to be used by the St. Charles Volunteer Ambulance Association.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT:** the City Council of the City of St. Charles acknowledges and accepts the \$1,000.00 donation from the Dover Fire Relief Association.

**BE IT FURTHER RESOLVED THAT:** the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 9th day of April, 2024 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

\_\_\_\_\_  
**John Schaber, Mayor**

ATTEST:

\_\_\_\_\_  
**Andrew Langholz, City Administrator**

**City of St. Charles**  
**Resolution #08-2024**

**RESOLUTION ACKNOWLEDGING THE DONATION TO THE ST. CHARLES VOLUNTEER  
AMBULANCE FROM DALE AND VICKI PEARSON TRUST**

**WHEREAS**, the City of St. Charles is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute 465.03 for the benefit of its citizens; and

**WHEREAS**, the St. Charles Volunteer Ambulance has received a donation in the amount of \$1,000.00 from the Dale and Vicki Pearson Trust to be used by the St. Charles Volunteer Ambulance Association.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. CHARLES, MINNESOTA THAT:** the City Council of the City of St. Charles acknowledges and accepts the \$1,000.00 donation from the Dale and Vicki Pearson Trust.

**BE IT FURTHER RESOLVED THAT:** the City Council of the City of St. Charles expresses its thanks and appreciation for the donation.

Adopted this 9th day of April, 2024 by the City Council of the City of St. Charles.

CITY OF ST. CHARLES

\_\_\_\_\_  
**John Schaber, Mayor**

ATTEST:

\_\_\_\_\_  
**Andrew Langholz, City Administrator**



**Request for City Council Action**

Date: April 4, 2024

Requested Council Date: April 9, 2024

Originating Department: Administration

Council Action Requested: Approve Purchase of City Van

Background Information:

Parks Director Rick Schaber has coordinated the trade-in of our 2015 Dodge Grand Caravan and the purchase of a 2024 Chrysler Pacifica through Whitewater Chrysler, Dodge, Jeep, Ram.

The final purchase price after trade-in is \$30,573.50. The Council budgeted \$30,000.00 from the Capital Improvement Fund for this purchase, I recommend we use reserves to cover the remaining \$573.50.

The city van is used for a wide variety of reasons and by every department. I'd say the most frequent uses are to attend trainings and to do supply runs to restock the pool and park supplies.





## City Administrator's Report— March 2024

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- Attended Meetings Regarding:
  - Council Meetings
  - Subdivision & Zoning Ordinance Update
  - Ambulance Steering Committee
  - READI
  - Leadership Growth Group
  - Local Administrator Meeting
  - Meeting with Local Organizations
  
- Zoning Administration
  - Ordinance Enforcement
  - Ordinance Updates/Review
  
- Misc.
  - Personnel Issues
  - Administrative Assistant Hiring Process
  - Solar Reimbursement Rates
  - Utility Service Application Procedures
  - Land Sale Negotiations
  - Building Permit Process Transition

## March 2024 Public Works Report:

### Street Department

Crack filing streets, trimming trees, putting in wear parts on street sweeper, plowing snow and clearing parking lots, working with the electric department setting new poles – pulling wire – setting basements for transformers and secondary peds, sweeping streets, cleaning the city shop and old shop.

### Electric Department

Working on electrical project (overhead to underground) setting new poles, making risers up, setting basements for transformers, installing secondary pedestals, pulling wire, install new street lights, handing out disconnect tags – doing disconnect and reconnects for non-payments, running generators, going through material list of order, received, and didn't get follow up with vendors about that, locates, new meters that came in aren't working with the hand held reader - working on this issue, new bi-directional meters are not working properly - working on this issue and working on shelving for current stock and organizing.

### Water Department

Daily duties of checking wells, lift stations, pump houses and water towers, finals, replaced meters that weren't working, replaced hoses in wells, replaced diaphragm in well 3, reading meters, water samples, and cleaning up ditches and cutting brush/trees from them, and crack filling streets.

All employees attended Safety Training

**St. Charles Police Department**  
**830 Whitewater Ave.**  
**St. Charles, MN 55972**  
**Chief, Jose Pelaez #601**  
**(507) 932-8020**

March 9, 2024

Police Department

- Officers completed OSHA-mandated *HAZMAT Awareness Training (Part 1 of 2)* PATROL online training.
- Officers completed Lexipol's Daily Training Bulletins (department policy training).
- Officers completed assigned Spanish of Patrol online lessons.
- Officer Robbie Floerke was presented with a Certificate of Achievement for Outstanding Performance and Excellence.
- The St. Charles Police Department was one of the 17 small-to-medium-size law enforcement agencies in the state to be selected to receive a \$1,000 scholarship to attend the 2024 Executive Training Institute (ETI) (Minnesota Chief's Conference). The scholarship was granted by the Minnesota Chiefs of Police Foundation and will allow Sgt. Jones to attend the 4-day long training in April.

Police Reserves

- Reserve Officers attended their mandatory monthly meeting/training. They discussed upcoming community events (Lewiston's Fool's Five Run), and mobile patrol certification in April-May.

Emergency Management

- Chief Pelaez attended HSEM-Region 1's Quarterly meeting and Region 1's Joint Powers monthly meeting in Owatonna.
- Chief Pelaez attended Winona County EM quarterly meeting in Lewiston.
- ANCOM/Motorola was on site to fix the radio signal boosters at city hall and the public works shop. Neither signal boosters were operational (unknown for how long) which was causing issues with using portable radios inside both buildings due to poor radio signal. This issue has since been addressed and fixed, and portable radios now work inside both buildings.

Respectfully submitted,

Chief, Jose Pelaez



# LEWISTON AMBULANCE & ST. CHARLES AMBULANCE



## April 9, 2024 Council Report

Mayor Schaber & Council  
CC: Administrator Langholz

-Attached you will find reports for the month of March 2024. The St. Charles crew handled 28 incidents for the month and made contact with 25 patients. Lewiston Ambulance assisted with 2 additional calls during the month. The monthly incident report is included that shows the dispatch reasons. Additional reports in the packet show the "on-call" schedule for the month of March along with a breakdown of "call hours" each member provided. 31 days x 24 hours of coverage= 744 hours x2 crew members=1,488 required hours. SC was staffed 1,447 hours (97% of the month) and the remaining 40.5 hours (3%) the truck was run out of Lewiston or covered by Lewiston staff. We implemented a scheduling change, requiring members to sign up in 15-day increments. We continue to build off that. Historically the availability of our volunteers improves during the winter months. Heading into the month of April we have good traction with the first 15 days of the month covered.

-We continue to promote our ride along program and currently have 5 additional candidates interested.

-We will be conducting new volunteer interviews on 4/11/24 along with part-time EMT interviews.

-We've completed an orientation book for new members and will start to implement that during the month of April.

-Training will be conducted on 4/10/24. We will have a guest speaker from Mayo Clinic who will train members on 12 Lead ECG's and STEMI's.

-On 3/16/24, Director Essig conducted a CEVO (Certified Emergency Vehicle Operator) course for members from both SC & Lewiston. The course was held in St. Charles and consisted of both lecture and driving skills. Thanks to members Schossow, Hutsell, and Smith for assisting with the driving portion.

-An EMS Week Committee has been established. We will hold an Open House for the community on 5/18/24 from 1pm-3pm. This will be a "touch a truck" event along with root beer floats.

-2 iPads were purchased and put into service last week. These replace the 6-year-old devices we were using and will be a welcomed addition as our crew uses one on every incident to complete patient care reports.

-Members Boice & Schossow can provide any Steering Committee updates as needed.

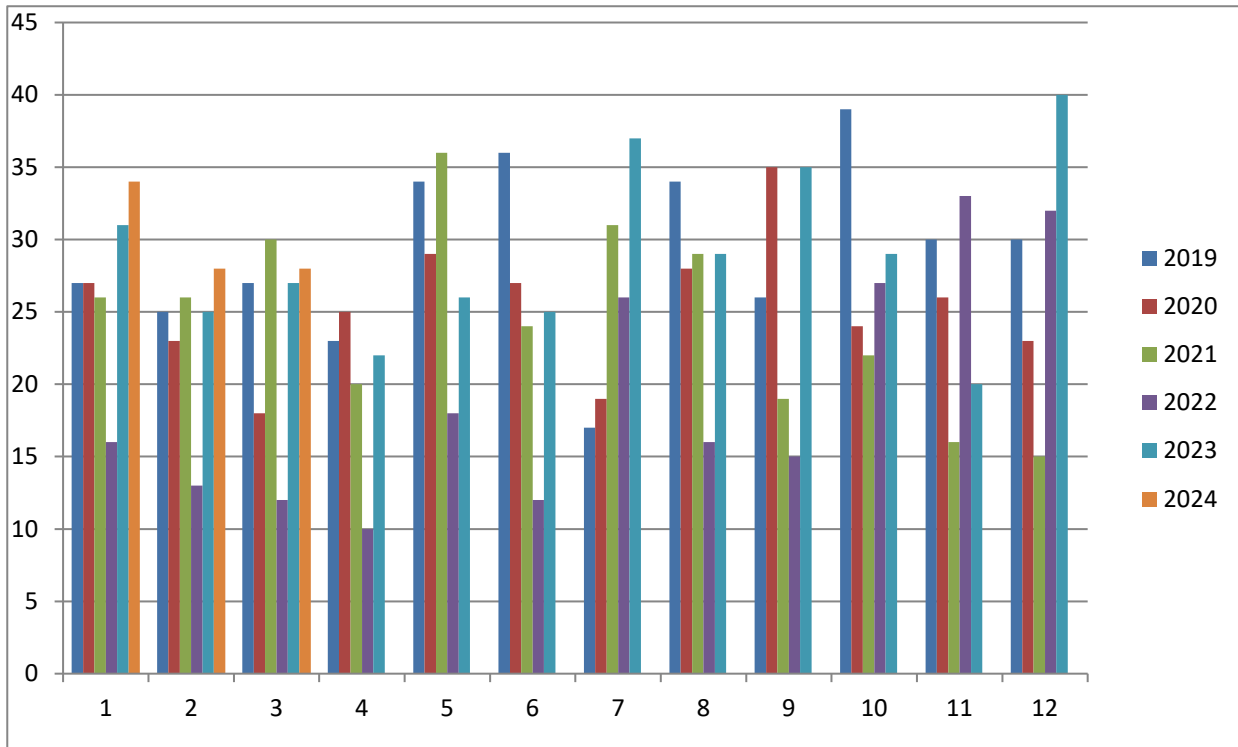
-Please feel free to contact me with any questions or concerns. Thank you for your continued support!

Matt Essig  
Director  
Lewiston Ambulance  
St. Charles Ambulance  
[ambulance@lewistonmn.org](mailto:ambulance@lewistonmn.org)  
[ambulance@stcharlesmn.org](mailto:ambulance@stcharlesmn.org)  
507-523-2982

St. Charles Ambulance Report  
01/01/2024-03/31/2024

	2019	2020	2021	2022	2023	2024	Month Avg	Pts
January	27	27	26	16	31	34	26.83	30
February	25	23	26	13	25	28	23.33	28
March	27	18	30	12	27	28	23.67	25
April	23	25	20	10	22		20.00	
May	34	29	36	18	26		28.60	
June	36	27	24	12	25		24.80	
July	17	19	31	26	37		26.00	
August	34	28	29	16	29		27.20	
September	26	35	19	15	35		26.00	
October	39	24	22	27	29		28.20	
November	30	26	16	33	20		25.00	
December	30	23	15	32	40		28.00	
<b>Total Runs</b>	<b>348</b>	<b>304</b>	<b>294</b>	<b>230</b>	<b>346</b>	<b>90</b>		<b>83</b>
<b>Mid Year (June 30th)</b>	<b>172</b>	<b>149</b>	<b>162</b>	<b>81</b>	<b>156</b>			
<b>Monthly Avg</b>	<b>29.0</b>	<b>25.3</b>	<b>24.5</b>	<b>19.2</b>	<b>28.8</b>	<b>30.0</b>		

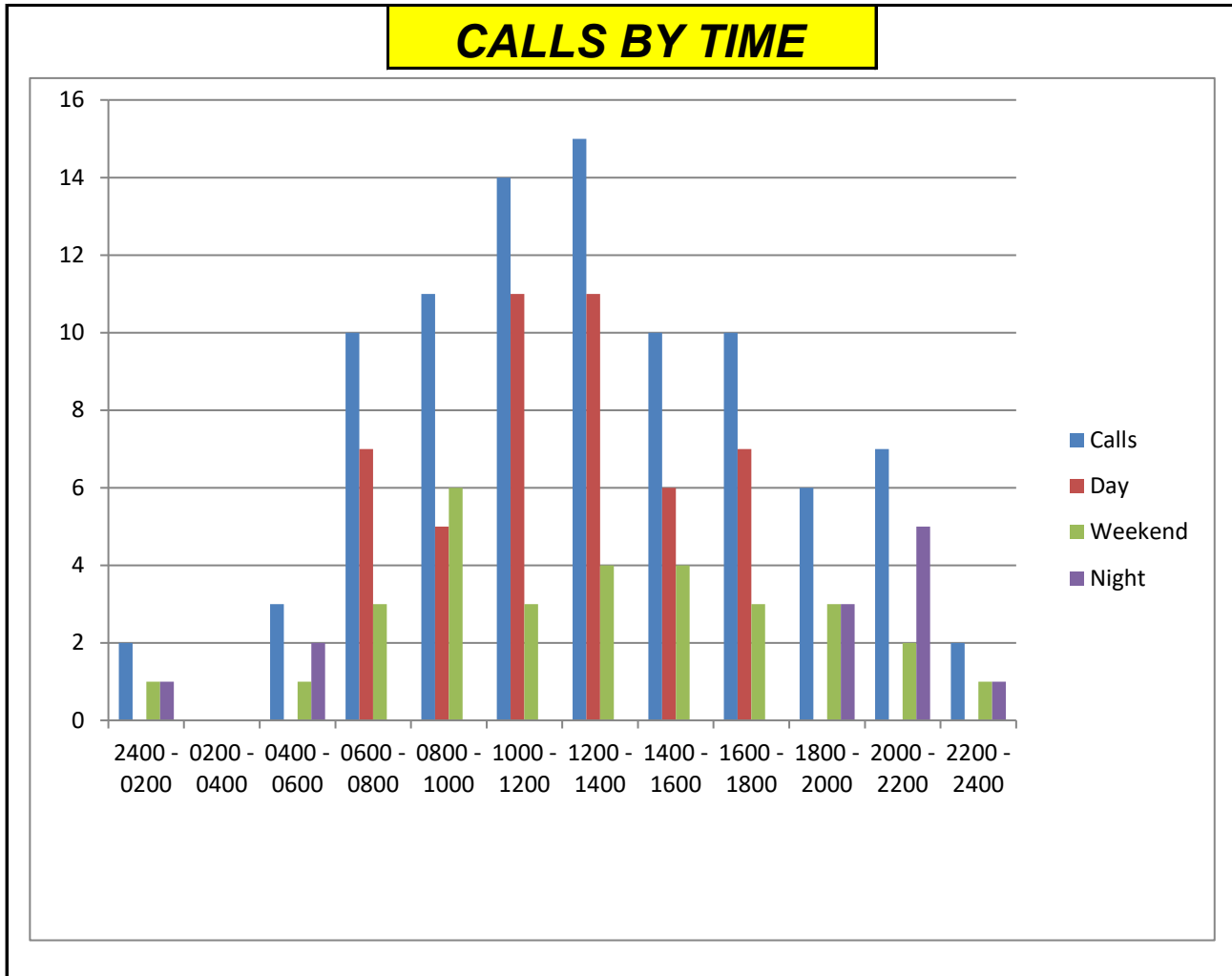
**AMBULANCE RUNS BY MONTH**



St. Charles Ambulance Report  
01/01/2024-03/31/2024

Times	Calls	Day	Weekend	Night	Patients
2400 - 0200	2		1	1	2
0200 - 0400	0		0	0	0
0400 - 0600	3		1	2	3
0600 - 0800	10	7	3		10
0800 - 1000	11	5	6		11
1000 - 1200	14	11	3		12
1200 - 1400	15	11	4		14
1400 - 1600	10	6	4		9
1600 - 1800	10	7	3		10
1800 - 2000	6		3	3	5
2000 - 2200	7		2	5	5
2200 - 2400	2		1	1	2
	<b>90</b>	<b>47</b>	<b>31</b>	<b>12</b>	<b>83</b>

**52% of Calls During Day**  
**35% of Calls During Weekend**  
**13% of Calls During Night**



March 2024 Incident Detail

SC Ambulance

Incident Date	Call #	Shift	Unit Disposition	Transport Disposition	Dispatch Complaint	Incident City
Mar-24	SC 24-063	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Mar-24	SC 24-064	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Convulsions/Seizure	City of Saint Charles
Mar-24	SC 24-065	Day Shift	Patient Contact Made	Transport by This EMS Unit	Traumatic Injury	City of Saint Charles
Mar-24	SC 24-066	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Mar-24	SC 24-067	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Mar-24	SC 24-068	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Mar-24	SC 24-069	Day Shift	Patient Contact Made	ALS Intercept	Stroke/CVA	City of Saint Charles
Mar-24	SC 24-070	Weekend Shift	Patient Contact Made	No Transport	Falls	City of Saint Charles
Mar-24	SC 24-071	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Overdose/Poisoning/Ingestion	City of Saint Charles
Mar-24	SC 24-072	Day Shift	Patient Contact Made	Transport by This EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
Mar-24	SC 24-073	Day Shift	Patient Contact Made	Patient Refused Transport	Falls	City of Saint Charles
Mar-24	SC 24-074	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Mar-24	SC 24-075	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Breathing Problem	City of Saint Charles
Mar-24	SC 24-076	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Back Pain (Non-Traumatic)	City of Saint Charles
Mar-24	SC 24-077	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
Mar-24	SC 24-078	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Mar-24	SC 24-079	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Mar-24	SC 24-080	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Chest Pain (Non-Traumatic)	City of Saint Charles
Mar-24	SC 24-081	Day Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Mar-24	SC 24-082	Day Shift	Patient Contact Made	Transport by This EMS Unit	Falls	City of Saint Charles
Mar-24	SC 24-083	Evening Shift	Patient Contact Made	Transport by This EMS Unit	Breathing Problem	City of Saint Charles
Mar-24	SC 24-084	Evening Shift	Cancelled	Cancelled	Falls	St. Charles Township
Mar-24	SC 24-085	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Mar-24	SC 24-086	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Sick Person	City of Saint Charles
Mar-24	SC 24-087	Weekend Shift	Patient Contact Made	Transport by This EMS Unit	Vomiting	City of Saint Charles
Mar-24	SC 24-088	Weekend Shift	Patient Contact Made	No Transport	Unconscious/Fainting/Near-Fainting	City of Saint Charles
Mar-24	SC 24-089	Day Shift	Cancelled	Cancelled	Choking	City of Saint Charles
Mar-24	SC 24-090	Day Shift	Cancelled	Cancelled	Well Person Check	City of Saint Charles

**TOTAL INCIDENTS= 28**

**PATIENT CONTACTS= 25**



March 2024  
Call Hour Report

Member	Weekday	Weekend	Total	
Fruth, Dave	97	145	242	
Majerus, Gary	147	14	161	
Schossow, Scott	65	66.5	131.5	
Kramer, Katherine	46	79	125	PT Employee
Smith, Jacob	118	0	118	FT Employee
Boice, Nathan	55.5	58.5	114	
Cage, Todd	40	70	110	
Carlson, Aaron	49	60	109	
Fohrman, Austin	86.5	0	86.5	
Johnson, Polly	26	56	82	
Graham, Mark	77	2	79	
Loftus, Kenny	52	24	76	
Hutsell, Jared	0	63	63	
Kronebusch, Isaiah	62.5	0	62.5	
Brindamour, Isaiah	0	60	60	
Brown, Cindy	0	60	60	
Schott, Carrie	40	17.5	57.5	
Jonsgaard, Nickole	33	24	57	
Bailey, Nikki	43	12	55	
Zabel, Emmaline	15	38	53	
Arndt, Madison	24	22	46	
MacPartland, Valerie	28	9	37	
Mockenhaupt, Jerel	37	0	37	
Ferden, Sarah	36	0	36	
Pelaez, Cassara	16	9	25	
Essig, Matt	18.5	0	18.5	FT Employee
Dailey, Paige	16	0	16	
Ambulance, Lewiston	12	0	12 X2	
Burt, Shiela	0	0	0	Resigned 3/24
Engstrand, Kristine	0	0	0	LOA
Weissing, Friedrich	0	0	0	LOA
<b>TOTALS</b>	<b>1228</b>	<b>889.5</b>	<b>2117.5</b>	

RIDE ALONG CANDIDATES/NEW RECRUITS			
Member	Weekday	Weekend	Total
Dabelstein, Gage	24	36.5	60.5
Stafslie-Dumale, Abbi	16	21	37
Arens, Rebecca	34	0	34
Kramer, Daniel	34	0	34
Conklin, Sean	0	13	13
Ziarnik, Taylor	6.5	5	11.5
Neumann, Blake	0	0	0
Owens, Kennedie	0	0	0
Todd, Anna	0	0	0
<b>TOTALS</b>	<b>114.5</b>	<b>75.5</b>	<b>190</b>

March 2023  
Call Hour Report Detail

DATE	LEWISTON COVERED	SC COVERED	TOTAL	NOTES
1-Mar	0	48	48	
2-Mar	0	48	48	
3-Mar	0	48	48	
4-Mar	0	48	48	
5-Mar	0	48	48	
6-Mar	8	40	48	Matt covered 8 hours (other 2 members on would not be scheduled alone)
7-Mar	0	48	48	
8-Mar	0	48	48	
9-Mar	0	48	48	
10-Mar	0	48	48	
11-Mar	0	48	48	
12-Mar	8.5	39.5	48	Matt covered 8.5 hours (other 2 members on would not be scheduled alone)
13-Mar	0	48	48	
14-Mar	0	48	48	
15-Mar	0	48	48	Matt covered 2 hours (assist in training, hours not counted)
16-Mar	0	48	48	
17-Mar	0	48	48	
18-Mar	0	48	48	
19-Mar	0	48	48	
20-Mar	0	48	48	
21-Mar	0	48	48	
22-Mar	24	24	48	Lewiston covered 0600-1800
23-Mar	0	48	48	
24-Mar	0	48	48	
25-Mar	0	48	48	
26-Mar	0	48	48	
27-Mar	0	48	48	
28-Mar	0	48	48	
29-Mar	0	48	48	
30-Mar	0	48	48	
31-Mar	0	48	48	
<b>TOTALS</b>	<b>40.5</b>	<b>1447.5</b>	<b>1488</b>	# OF HOURS REQUIRED TO COVER 31 DAYS WITH 2 CREW

<b>SC COVERED= 97%</b>
<b>LEWISTON COVERED= 3%</b>

NOTES
1,488 HOURS REQUIRED TO COVER SCHEDULE WITH 2 PEOPLE & 2,232 IF COVERING ALL 31 DAYS WITH 3 PEOPLE
2117.5 TOTAL HOURS PROVIDED BY SC VOLUNTEERS & 1 PT EMPLOYEE & 1 FT EMPLOYEE (1 day nobody, some 2 & some 3)

Mar 2024 - St Charles Ambulance

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					<b>Mar 1</b> SC Amb Austin Fohrman 06:00-14:00 Kenny Loftus 06:00-08:00 Isaiah Kronebusch 06:00-12:00 Nathan Boice 08:00-14:00 Mark Graham 12:00-18:00 Nathan Boice 14:00-18:00 Dave Fruth 14:00-18:00 Dave Fruth 18:00-06:00 Cindy Brown 18:00-06:00 Scott Schossow 18:00-06:00	<b>2</b> SC Amb Todd Cage 06:00-08:00 Cindy Brown 06:00-06:00 Scott Schossow 06:00-06:00 Katherine Kramer 08:00-18:00 Sean Conklin 08:00-15:00 Dave Fruth 18:00-06:00
<b>3</b> SC Amb Dave Fruth 06:00-18:00 Cindy Brown 06:00-18:00 Scott Schossow 06:00-08:00 Jared Hutsell 08:00-18:00 Aaron Carlson 18:00-06:00 Gary Majerus 18:00-06:00 Nathan Boice 19:30-06:00	<b>4</b> SC Amb Gary Majerus 06:00-06:00 Carrie Schott 06:00-18:00 Valerie MacPartland 06:00-16:00 Polly Johnson 16:00-18:00 Sarah Ferden 18:00-00:00 Paige Dailey 18:00-06:00 Kenny Loftus * 00:00-06:00	<b>5</b> SC Amb Gary Majerus 06:00-18:00 Austin Fohrman 06:00-08:00 Paige Dailey 06:00-10:00 Valerie MacPartland 08:00-15:00 Isaiah Kronebusch 10:00-15:00 Isaiah Kronebusch 15:00-18:00 Valerie MacPartland 15:00-16:00 Katherine Kramer 16:00-22:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00 Nikki Bailey 22:00-06:00	<b>6</b> SC Amb Austin Fohrman 06:00-08:00 Isaiah Kronebusch 06:00-09:00 Mark Graham 06:00-18:00 Matt Essig 08:00-16:00 Jerel Mockenhaupt 09:00-18:00 Katherine Kramer 16:00-18:00 Todd Cage 18:00-06:00 Sarah Ferden 18:00-00:00 Katherine Kramer 18:00-22:00 Scott Schossow 22:00-06:00 Katherine Kramer * 00:00-06:00	<b>7</b> SC Amb Austin Fohrman 06:00-04:30 Gary Majerus 06:00-18:00 Rebecca Arens 06:00-17:00 Dave Fruth 18:00-06:00 Nikki Bailey 18:00-06:00 Nathan Boice * 04:30-06:00	<b>8</b> SC Amb Gary Majerus 06:00-12:00 Kenny Loftus 06:00-08:00 Nikki Bailey 06:00-10:00 Rebecca Arens 06:00-17:00 Nathan Boice 08:00-16:00 Dave Fruth 12:00-06:00 Jerel Mockenhaupt 16:00-17:00 Mark Graham 16:00-20:00 Cassara Pelaez 17:00-21:00 Todd Cage 20:00-06:00 Jared Hutsell 21:00-06:00	<b>9</b> SC Amb Dave Fruth 06:00-06:00 Valerie MacPartland 06:00-15:00 Katherine Kramer 06:00-06:00 Abbi Stafslie-Dumale 08:00-06:00 Isaiah Brindamour 15:00-06:00
<b>10 †</b> SC Amb Dave Fruth 06:00-18:00 Kenny Loftus 06:00-18:00 Isaiah Brindamour 06:00-18:00 Taylor Ziamik 15:00-20:00 Nathan Boice 18:00-06:00 Nikki Bailey 18:00-06:00 Aaron Carlson 18:00-06:00	<b>11</b> SC Amb Austin Fohrman 06:00-08:00 Gary Majerus 06:00-18:00 Nikki Bailey 06:00-08:00 Jacob Smith 08:00-18:00 Polly Johnson 16:00-18:00 Cassara Pelaez 18:00-22:00 Kenny Loftus 18:00-06:00 Madison Arndt 18:00-06:00 Gary Majerus 22:00-06:00	<b>12</b> SC Amb Austin Fohrman 06:00-08:00 Madison Arndt 06:00-18:00 Matt Essig 06:30-15:00 Jacob Smith 08:00-17:00 Gary Majerus 15:00-18:00 Aaron Carlson 17:00-06:00 Nathan Boice 18:00-06:00 Emmaline Zabel 18:00-06:00	<b>13</b> SC Amb Austin Fohrman 06:00-08:00 Emmaline Zabel 06:00-09:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 09:00-18:00 Gary Majerus 18:00-06:00 Sarah Ferden 18:00-00:00 Scott Schossow 18:00-06:00 Dave Fruth * 00:00-06:00	<b>14</b> SC Amb Austin Fohrman 06:00-08:00 Gary Majerus 06:00-18:00 Daniel Kramer 06:00-18:00 Jacob Smith 08:00-17:00 Cassara Pelaez 17:00-18:00 Austin Fohrman 18:00-06:00 Dave Fruth 18:00-06:00 Cassara Pelaez 18:00-21:00 Scott Schossow 21:00-06:00	<b>15</b> SC Amb Dave Fruth 06:00-18:00 Austin Fohrman 06:00-08:00 Gary Majerus 06:00-12:00 Matt Essig 08:00-10:00 Carrie Schott 10:00-18:00 Isaiah Kronebusch 12:00-18:00 Cassara Pelaez 18:00-20:00 Polly Johnson 18:00-06:00 Dave Fruth 18:00-06:00 Jared Hutsell 20:00-06:00	<b>16</b> SC Amb Jared Hutsell 06:00-06:00 Austin Fohrman 06:00-08:00 Carrie Schott 06:00-07:00 Scott Schossow 07:00-11:30 Isaiah Brindamour 08:00-06:00 Carrie Schott 11:30-18:00 Nickole Jonsgaard 18:00-06:00
<b>17</b> SC Amb Nickole Jonsgaard 06:00-18:00 Scott Schossow 06:00-18:00 Isaiah Brindamour 06:00-18:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00 Polly Johnson 18:00-04:00	<b>18</b> SC Amb Gary Majerus 06:00-06:00 Nikki Bailey 06:00-08:00 Austin Fohrman 06:00-08:00 Jacob Smith 08:00-18:00 Daniel Kramer 08:00-18:00 Sarah Ferden 18:00-00:00 Scott Schossow 18:00-06:00 Isaiah Kronebusch * 00:00-06:00	<b>19</b> SC Amb Gary Majerus 06:00-08:00 Isaiah Kronebusch 06:00-18:00 Mark Graham 06:00-16:00 Rebecca Arens 06:00-18:00 Jacob Smith 08:00-18:00 Polly Johnson 16:00-04:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00	<b>20</b> SC Amb Gary Majerus 06:00-08:00 Isaiah Kronebusch 06:00-09:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 09:00-18:00 Todd Cage 18:00-06:00 Sarah Ferden 18:00-00:00 Katherine Kramer 18:00-22:00 Abbi Stafslie-Dumale 20:00-06:00 Nikki Bailey 22:00-04:00 Kenny Loftus * 00:00-06:00	<b>21</b> SC Amb Austin Fohrman 06:00-08:00 Todd Cage 06:00-08:00 Abbi Stafslie-Dumale 06:00-12:00 Jacob Smith 08:00-18:00 Nickole Jonsgaard 08:00-18:00 Carrie Schott 10:00-18:00 Austin Fohrman 18:00-06:00 Scott Schossow 18:00-06:00 Cassara Pelaez 18:00-21:00 Nikki Bailey 21:00-06:00	<b>22</b> SC Amb Lewiston Ambulance 06:00-18:00 Cassara Pelaez 18:00-20:00 Emmaline Zabel 18:00-06:00 Scott Schossow 18:00-06:00 Todd Cage 20:00-06:00	<b>23</b> SC Amb Todd Cage 06:00-06:00 Emmaline Zabel 06:00-06:00 Polly Johnson 06:00-06:00 Sean Conklin 18:00-00:00
<b>24</b> SC Amb Katherine Kramer 06:00-18:00 Kenny Loftus 06:00-18:00 Emmaline Zabel 06:00-08:00 Carrie Schott 08:00-18:00 Nathan Boice 18:00-06:00 Aaron Carlson 18:00-06:00 Katherine Kramer 18:00-04:00	<b>25</b> SC Amb Gary Majerus 06:00-08:00 Carrie Schott 06:00-18:00 Austin Fohrman 06:00-08:00 Jacob Smith 08:00-18:00 Nickole Jonsgaard 10:00-18:00 Dave Fruth 18:00-06:00 Kenny Loftus 18:00-06:00 Polly Johnson 18:00-04:00 Gary Majerus * 04:00-06:00	<b>26</b> SC Amb Dave Fruth 06:00-18:00 Isaiah Kronebusch 06:00-18:00 Valerie MacPartland 06:00-08:00 Gage Dabelstein 06:00-06:00 Jacob Smith 08:00-18:00 Aaron Carlson 18:00-06:00 Scott Schossow 18:00-06:00 Nickole Jonsgaard 18:00-06:00	<b>27</b> SC Amb Gary Majerus 06:00-08:00 Nickole Jonsgaard 06:00-09:00 Mark Graham 06:00-18:00 Jacob Smith 08:00-18:00 Jerel Mockenhaupt 09:00-18:00 Taylor Ziamik 11:00-17:30 Todd Cage 18:00-06:00 Sarah Ferden 18:00-00:00 Kenny Loftus 18:00-06:00 Gary Majerus * 00:00-06:00	<b>28</b> SC Amb Todd Cage 06:00-08:00 Mark Graham 06:00-17:00 Valerie MacPartland 06:00-14:00 Daniel Kramer 06:00-18:00 Jacob Smith 08:00-18:00 Cassara Pelaez 17:00-21:00 Austin Fohrman 18:00-06:00 Katherine Kramer 18:00-06:00 Dave Fruth 21:00-06:00	<b>29</b> SC Amb Katherine Kramer 06:00-18:00 Dave Fruth 06:00-06:00 Isaiah Kronebusch 08:30-15:00 Cassara Pelaez 18:00-20:00 Gary Majerus 18:00-20:00 Gage Dabelstein 19:00-06:00 Todd Cage 20:00-06:00 Jared Hutsell 20:00-06:00	<b>30</b> SC Amb Katherine Kramer 06:00-18:00 Dave Fruth 06:00-18:00 Todd Cage 06:00-08:00 Madison Arndt 08:00-06:00 Gage Dabelstein 17:00-06:00 Dave Fruth 18:00-06:00 Todd Cage 18:00-06:00

**31**  
SC Amb  
Katherine Kramer 06:00-18:00  
Cindy Brown 06:00-18:00  
Dave Fruth 06:00-18:00  
Gage Dabelstein 06:00-08:00  
Nathan Boice 18:00-06:00  
Aaron Carlson 18:00-06:00  
Polly Johnson 18:00-04:00  
Gage Dabelstein 19:30-06:00

**RED= LEWISTON AMBULANCE COVERED**  
**GREEN= SC PT EMPLOYEE**  
**YELLOW= LEWISTON EMPLOYEE**  
**BLUE= SC FT EMPLOYEE**  
**PURPLE= RIDE ALONG**

\* Indicates time starts on following calendar day  
† The hour from 02:00 to 03:00 on March 10 does not exist due to Daylight Saving Time.

## **Annual Cogeneration Filings and Report to St. Charles City Council**

### **Schedule Filing 1 – Average Retail Cooperative Energy Rate**

### **Schedule Filing 4 – Avoided Cost Rate**

Please see cogeneration rate schedule.

### **Schedule Filing 2 – Interconnection Contracts**

### **Schedule Filing 3 – Interconnection Process and Technical Requirements**

The Utility's adopted interconnection process (M-MIP), technical requirements, contracts and agreements can be viewed under the Distributed Energy Resource Document Library at

<https://www.novapowerportal.com/Home/Index/55>

*Note that the technical requirements have been updated for 2024.*

### **Cogeneration Report**

Please see the 2024 Cogeneration Report.

**ST. CHARLES LIGHT & WATER  
COGENERATION AND SMALL POWER PRODUCTION  
RATE SCHEDULE**

**AVAILABILITY**

Available to all customers where the customer has qualified small power production or cogeneration facilities connected in parallel with the Utility's facilities. The customer is required to execute an Interconnection Agreement with the Utility. A Qualifying Facility (QF) is a cogeneration and small power production facility that satisfies the conditions in 18 Code of Federal Regulations, Section 292.101(b).

**TYPE OF SERVICE**

Alternating current, 60 hertz, at available secondary voltages.

**RATE**

The Utility shall pay the customer monthly for all energy furnished during the month at the rate shown in Section 1 - 4 below. Standby charges may apply to QF systems larger than 60 kW.

1. **Net Energy Billing:** Available to any QF of less than 40 kW capacity that do not select either the Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

The Utility shall bill the qualifying facility for the excess of energy supplied by the Utility above energy supplied by the qualifying facility during each billing period according to the Utility's applicable retail rate schedule. The Utility shall pay the customer for the energy generated by the qualifying facility that exceeds that supplied by the Utility during a billing period as follows:

<u>Service Type</u>	<u>Average Retail Energy Rate</u>
Residential	\$ 0.123 per kWh
Commercial – Single-Phase	\$ 0.113 per kWh
Commercial – Three-phase	\$ 0.113 per kWh
Large Power	\$ 0.0975 per kWh

2. **Roll Over Credits:** Available to any QF of less than 40 kW that do not select either Net Energy Billing, Simultaneous Purchase and Sale Billing or Time of Day rates.

Kilowatt-hours produced by the QF in excess of the monthly usage shall be supplied as an energy credit on the customer's energy bill, carried forward and applied to subsequent energy bills, with an annual true-up on December 31. Excess energy credits existing as of December 31 shall default back to the Utility with no compensation to the QF.

3. Simultaneous Purchase and Sale Billing: Available to any QF of less than 40 kW capacity that do not select or qualify for either the Net Energy Billing, Roll Over Credits or Time of Day rates and does not receive a time of day retail electric service from the Utility.

Utility shall pay the customer for all energy delivered per the Utility's wholesale power supplier current year rate schedule for Simultaneous Purchase and Sale Billing Rate.

4. Time-of-Day Purchase Rate: Available to any QF of 100 kW capacity or less and available to QFs with capacity of more than 100 kW if firm power is provided.

Utility shall pay the customer for all energy delivered per the Utility's wholesale power supplier current year rate schedule for Time-of-Day Purchase Rate.

## **TAXES**

The rates set forth are based on currently effective taxes and the amount of any increase in existing or new taxes on the transmission, distribution or sale of electricity allocable to sales hereunder shall be added to the rates as appropriate to be paid by the customer.

### **Notice to Potential Interconnection Customers**

St. Charles Light & Power's distribution system currently has a high amount of renewable distribution generation interconnected. Additional proposed DER systems sized larger than 10 kW may end up in the Study Process of the adopted interconnection process M-MIP. It is advised for proposed DER systems larger than 10 kW be sized so not to export to the distribution system in order to avoid additional engineering studies in the Study Process.

## St. Charles Light and Power - Cogeneration Report

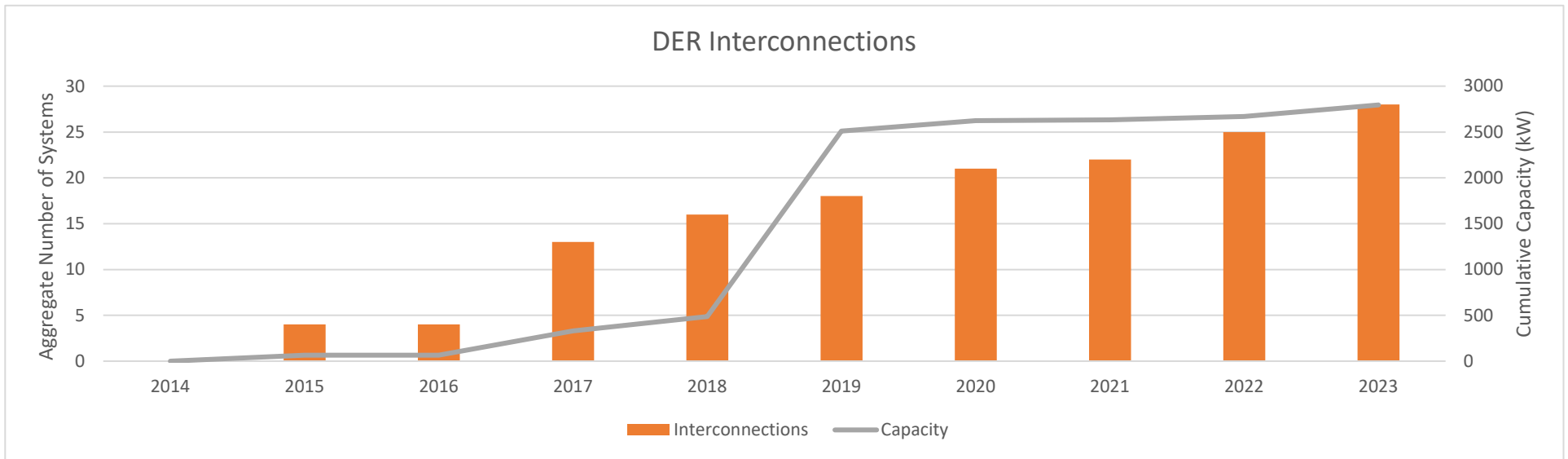
As of December 31, 2023

	Number of Systems		
	Solar	Wind	Total
0 - 5 kW	2	0	2
6 - 10 kW	3	0	3
11 - 20 kW	4	0	4
20 - 30 kW	3	0	3
30 - 40 kW	13	0	13
> 40 kW	3	0	3
<b>Total</b>	<b>28</b>	<b>0</b>	<b>28</b>
Withdrawn	2	0	2
Includes Storage	0	0	0
Decommissioned	0	0	0
<b>Total Capacity (kW)</b>	<b>2795.09</b>	<b>0</b>	<b>2795.093</b>

Estimate of Energy Produced		
Solar	3,666,182	kWh
Wind	-	kWh
<b>Total</b>	<b>3,666,182</b>	<b>kWh</b>

Notes:

- There are no Wheeled Systems interconnected.
- There is one system with a PPA with the Utility (2MW) interconnected in 2017.
- There are 5 systems on the avoided cost rate.
- There are 17 systems on the net metered rate.





Date: April 4, 2024

Requested Council Date: April 9, 2024

Originating Department: Administration

Agenda Topic: RCA - Public Safety Aid – Radio Replacement Project

Council Action Requested: Proceed with finalizing radio replacement project.

Background Information:

In December 2023, the City of St. Charles receive a one-time allocation of \$174,210 from the State of Minnesota for Public Safety Aid. One of the eligible uses for the funding is to purchase equipment related to fire, rescue, and emergency services. As of the composition of this memo, there are no reporting requirements to verify how this funding is being spent. However, a bill has been introduced in the current legislative session which would require cities to submit a report in January 2025. Part of the reason for this push is to prove that cities are utilizing the funds to support another allotment of funding in the future.

As I've mentioned previously, a detailed Capital Improvement Plan (CIP) is an important component in future planning. Unfortunately, a plan to replace our radios was never made a part of the CIP. Our current assortment of radios are approximately 12 years old, obsolete, and are a hodgepodge of original radios, used ones we received from other agencies, and radios we're borrowing from Lewiston and Winona County.

With this information in mind, Chief Pelaez and I have been working with the Ambulance, Fire, Police, Public Works, and Administration Departments to determine a plan for replacing radios (and pagers for the FD). My plan is to split the \$174,210 of Public Safety Aid between the Fire, Ambulance, and Police Departments (\$58,070/ea.).







The initial quote to replace all radios was approximately \$500,000. Obviously, that number was not palatable. The number of radios was reduced for the Fire Department, and we completely removed the Public Works radios, as they use radios far less than cellphones and they will continue to use the backups in case of emergency. The total amount has been reduced to approximately \$287,500. I've attached a spreadsheet with a breakdown for each department.

The Fire Department Officers have agreed to recommend that the council utilize approximately \$35,000 in reserves from the Fire Fund, which has built up from gambling donation to pay for their remaining portion.

Additionally, the Police Department is experiencing significant malfunctions in their mounted radios in their squads. Again, these radios are more than 10 years old, and are being serviced routinely. Chief Pelaez is also seeking a quote for the installation of the vehicle mounted radios.

Once the Public Safety Aid (\$174,210) and the reserves from the Fire Department (\$35,000) are subtracted from the total, an estimated \$80,000 remains. I intend on requesting that the Council authorizes the use of approximately \$80,000 from the CIP Fund to complete the purchase in the near future. This item is not budgeted for 2024; however, City Accountant Zieman and I have reviewed the CIP Fund and determined the fund will remain healthy. Staff will continue to search for grants to offset our costs, though grant opportunities are increasingly difficult to find and obtain. While this purchase doesn't solve the entire radio issue, the City will be able to place the remaining radios on a schedule and replace them in a deliberate manner.



## 2024 Radio/Pager Replacement Project

**DRAFT**

<b>FIRE DEPARTMENT</b>	<b># of Units</b>	<b>\$\$\$ Per Unit</b>	<b>Extras</b>	<b>Totals</b>
Non-Encrypted Mobile Radios	13	\$ 5,265.72	\$ -	\$ 68,454.36
Encrypted Mobile Radios	2	\$ 6,159.96	\$ -	\$ 12,319.92
Mounted Radios	1	\$ 6,169.68	\$ -	\$ 6,169.68
Pagers	12	\$ 530.00	\$ 15.00	\$ 6,375.00
			<b>Total</b>	<b>\$ 93,318.96</b>

<b>POLICE DEPARTMENT</b>	<b># of Units</b>	<b>\$\$\$ Per Unit</b>	<b>Extras</b>	<b>Totals</b>
Station Radio	1	\$ 6,629.76	\$ -	\$ 6,629.76
Encrypted Mobile Radios	8	\$ 5,928.52	\$ -	\$ 47,428.16
Mounted Radios	4	\$ 18,522.00	\$ -	\$ 74,088.00
Multi Charger	1	\$ 937.50	\$ -	\$ 937.50
			<b>Total</b>	<b>\$ 129,083.42</b>

<b>AMBULANCE</b>	<b># of Units</b>	<b>\$\$\$ Per Unit</b>	<b>Extras</b>	<b>Totals</b>
Non-Encrypted Mobile Radios	8	\$ 5,136.52	\$ -	\$ 41,092.16
Encrypted Mobile Radios	2	\$ 6,030.76	\$ -	\$ 12,061.52
Mounted Radios	0	\$ -	\$ -	\$ -
Pagers	0	\$ -	\$ -	\$ -
			<b>Total</b>	<b>\$ 53,153.68</b>

<b>CITY HALL</b>	<b># of Units</b>	<b>\$\$\$ Per Unit</b>	<b>Extras</b>	<b>Totals</b>
Non-Encrypted Mobile Radios	0	\$ -	\$ -	\$ -
Encrypted Mobile Radios	2	\$ 6,030.76	\$ -	\$ 12,061.52
Mounted Radios	0	\$ -	\$ -	\$ -
Pagers	0	\$ -	\$ -	\$ -
			<b>Total</b>	<b>\$ 12,061.52</b>

<b>Totals</b>			
Grand Total			\$ 287,617.58
Less - Public Safety Aid			\$ (174,210.00)
Less - Fire Fund Reserves			\$ (35,000.00)
Shortfall			\$ 78,407.58